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9 January 1956

MEMORANDUM FOR: Director of Personnel (Project)

SUBJECT : Requirements for Effecting Salary Payments to Individuals
Participating Under Contract

25X1

1. It is my opinion that we should look forward to receiving the following from the officials who will sign this suggested contract in order to handle pay:

- A. The original agreement as executed will need to be turned over to the paying authority.
- B. Form No. 313 should be executed by each individual (tax purposes).
- C. Each individual should, if he hasn't already, apply for a Social Security number. Paying authority to be advised on original agreement or otherwise.
- D. Each individual should open a bank account and give authority for the Finance Officer to forward his pay to said bank. Name of bank and location to be furnished.
- E. Execute application for each type of insurance and advise me the amount of deposit to be made for each and to each company.
- F. Eventually we will need to know the amount of money that each individual desires to receive at his forward facility, but it may be desirable to defer this until we can supply them with some information as to cost of commodities at such spot.

2. In addition to the above, the paying office will need a monthly duty status report, preferably completed by the individual and approved by his immediate supervisor and/or the Base Commander.

3. From the Contracting Officer I will need an interpretation as to the intent concerning pay when individuals are in a leave status; i.e., will leave be charged on a calendar day or a work day basis? While an individual is on leave at the forward facility will the \$1,000 bonus be prorated? Is the answer to this question the same whether or not the individual has sufficient leave earned is an "Operational Duty Status" to his credit to cover said absence?

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